Transferring Permanent Records to NARA Using ERA:



Motion | Analog Records



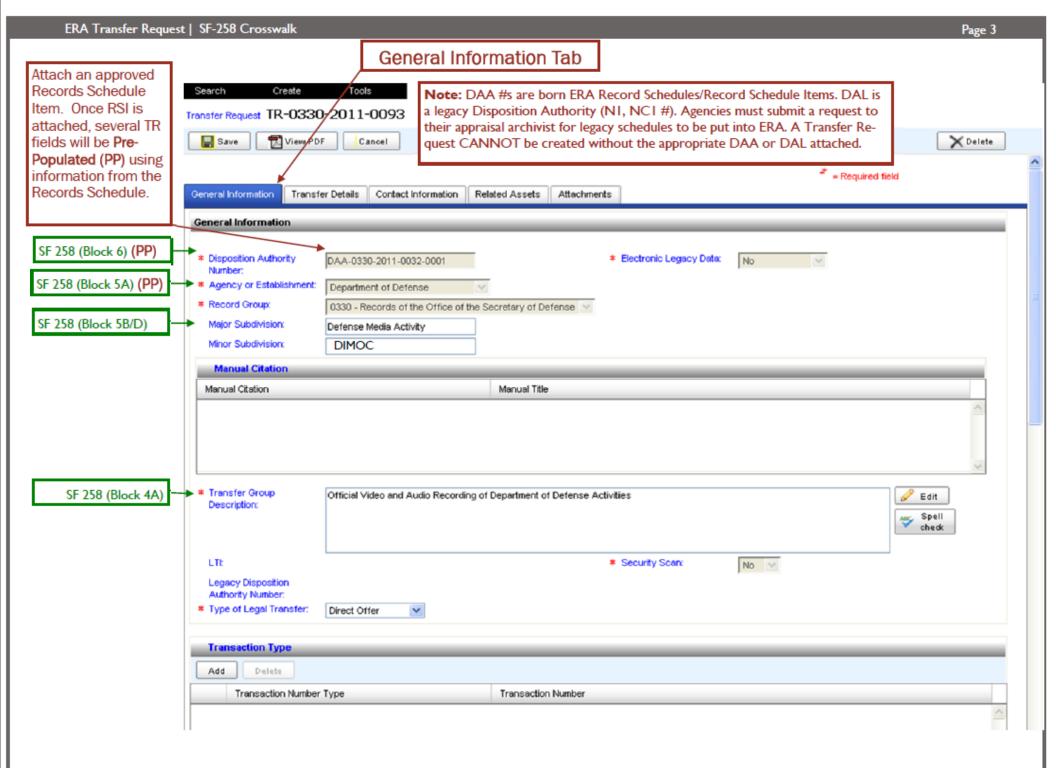


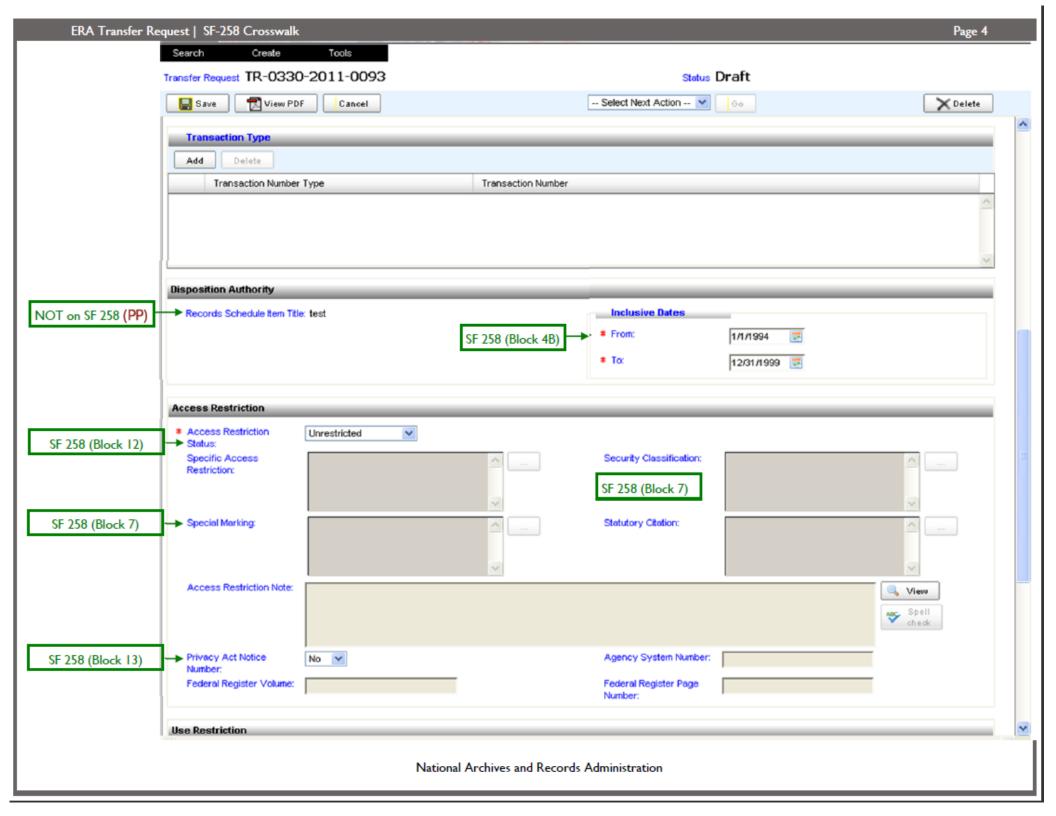


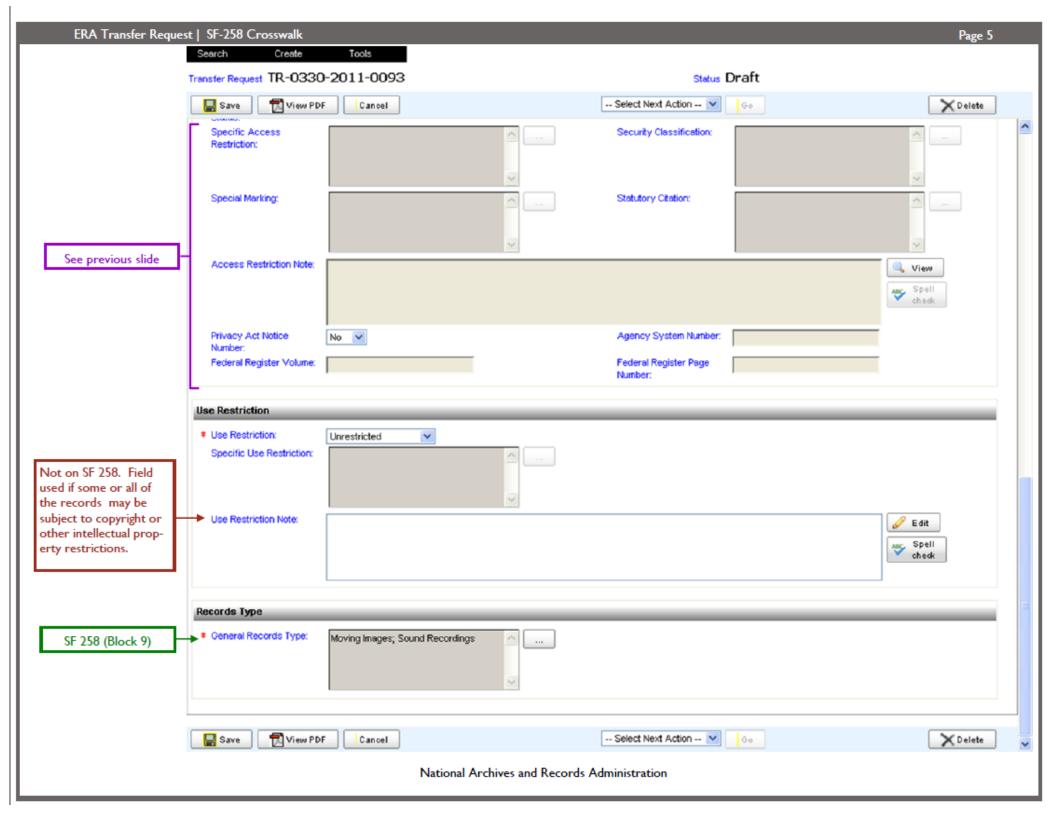
The U.S. National Archives and Records Administration 8601 Adelphi Road College Park, MD 20740-60001

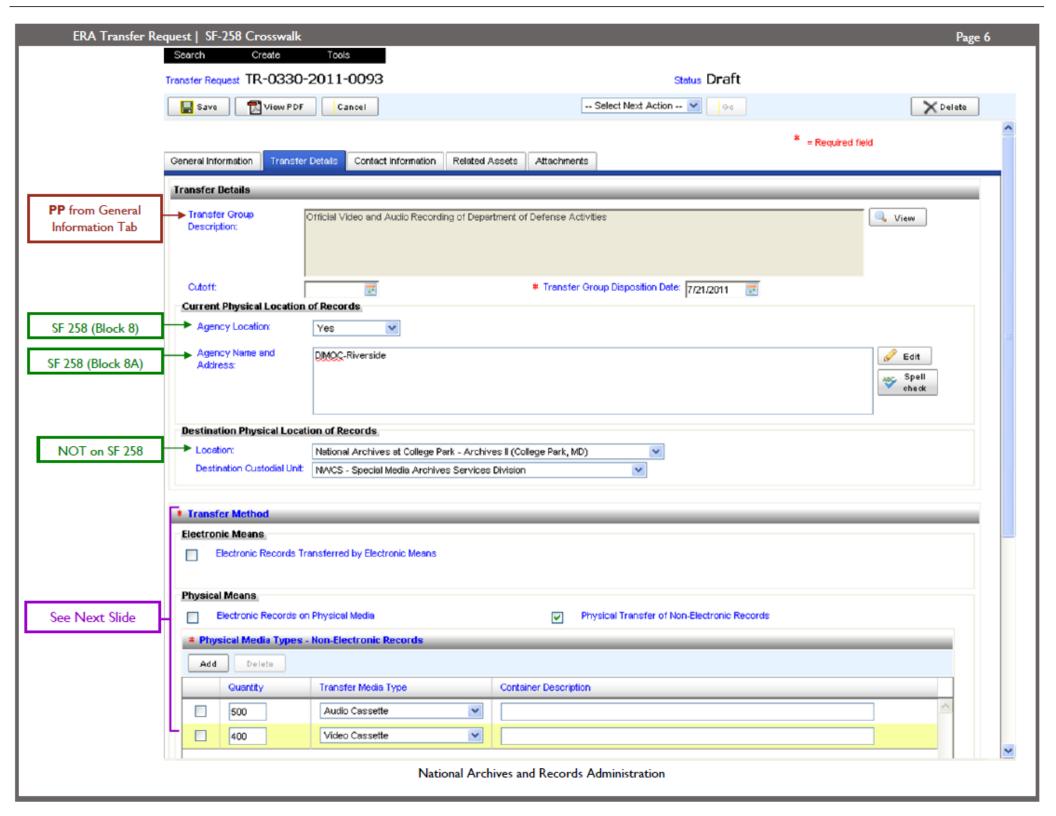
If the format of any material in this brochure interferes with your ability to access the information, due to an issue with accessibility caused by a disability as defined in the Rehabilitation Act, please tell us about the problem. To enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, the Web address (URL) of the material with which you are having difficulty, and your contact information. NARA.RecordsMgtTraining@nara.gov

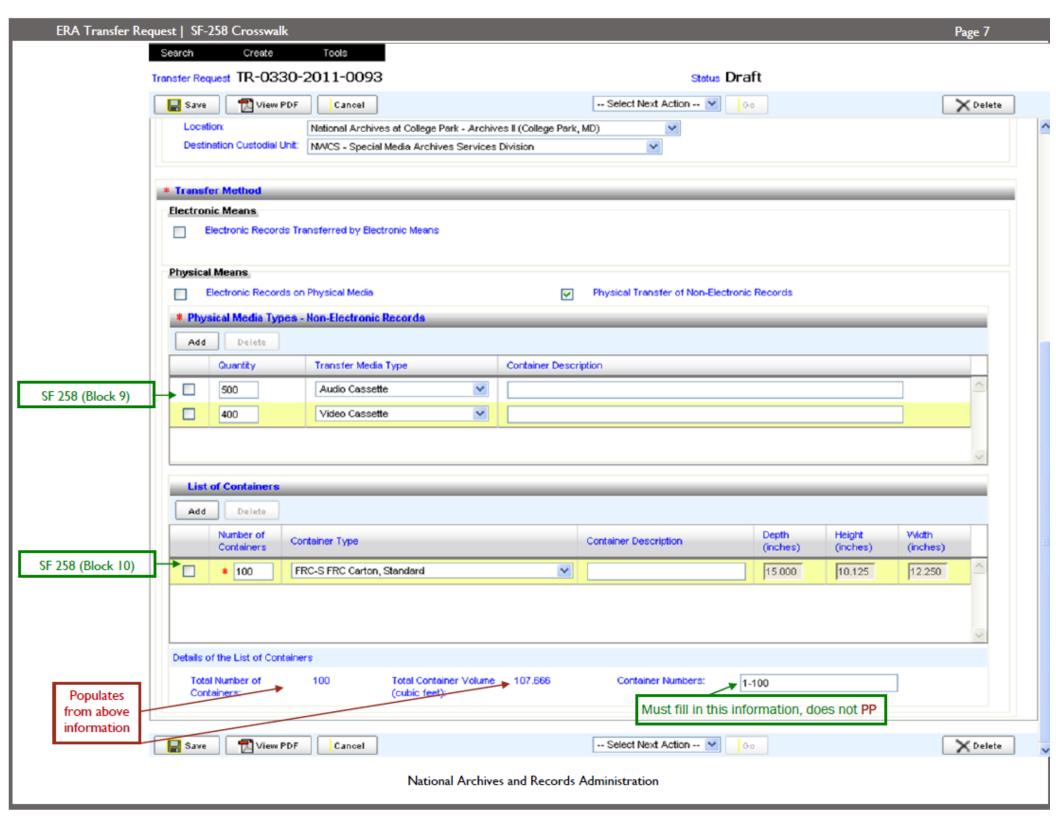


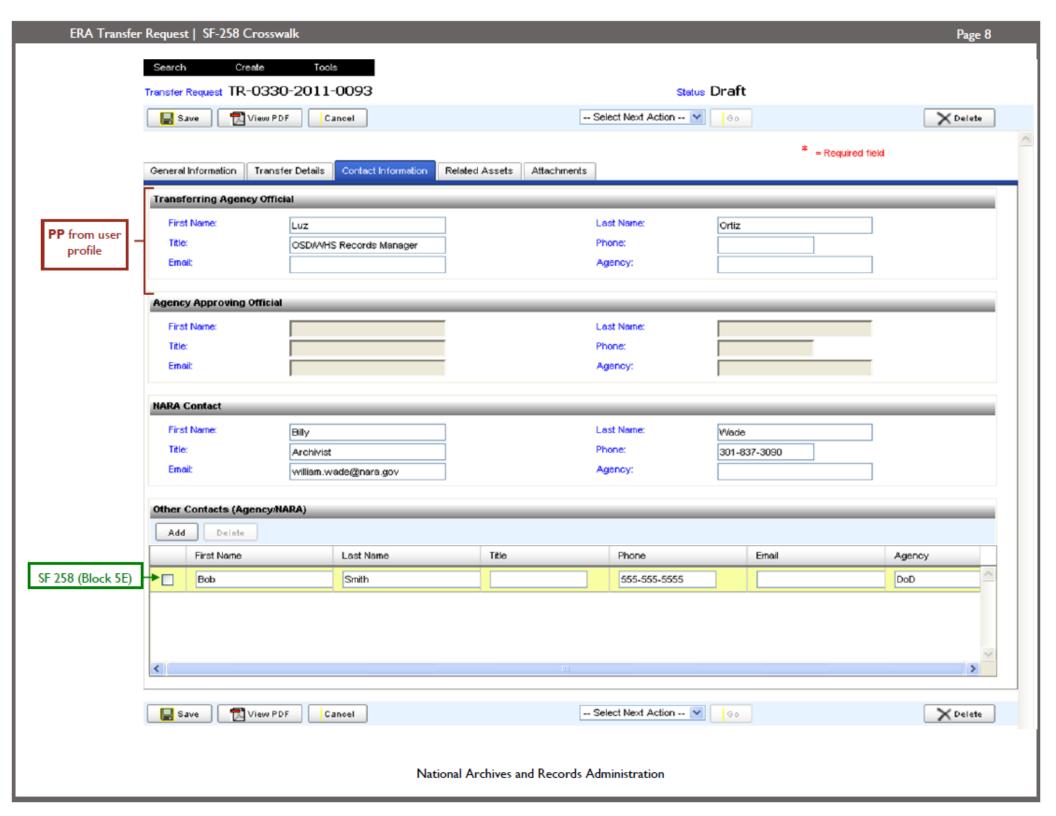


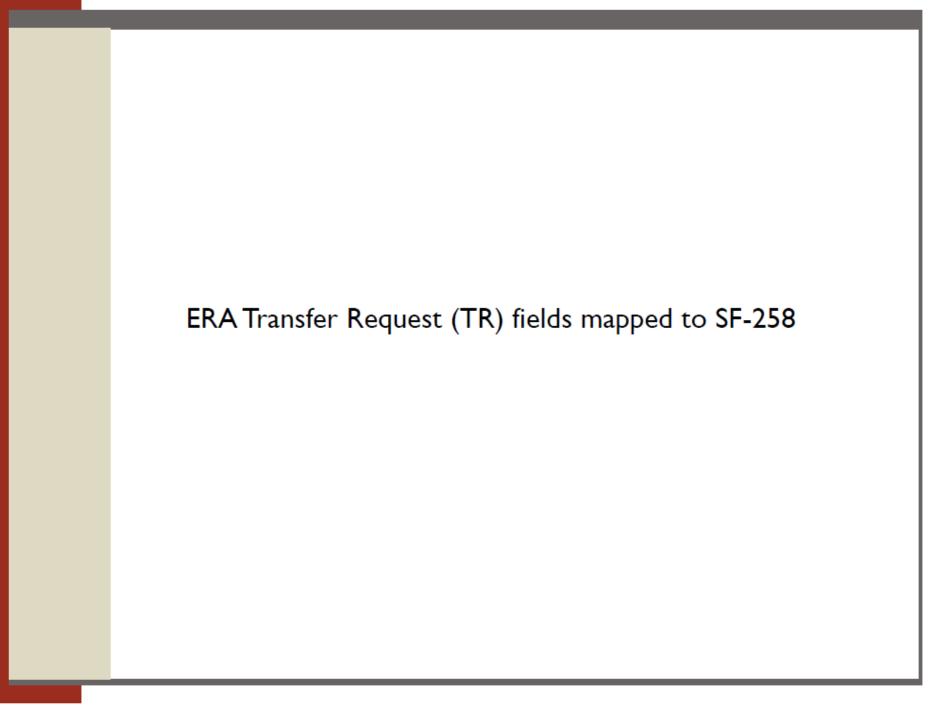












SF 258 EXAMPLE—NOT VALID DOCUMENT

AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES

1. INTERIM CONTROL NO. (NARA Use Only)

TERMS OF

AGREEMENT

The records described below and on the attached pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.

In accordance with 44 U.S.C. 2108, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR XII, 36 CFR Part 1256, and such other rules and regulations as may be prescribed by the Archivist of the United States (The Archivist). Unless specified and justified below, no restrictions of the use of these records will be imposed other than the general and specific

restrictions on the use of these records will be imposed other than the general and specific restrictions on the use of records in the National Archives of the United States that have been published in 36 CFR Part 1256 or in the Guide to the National Archives of the United States. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationery, nonarchival printed or processed material, or other non-record material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of nonarchival materials contained in this deposit.

Agency Approving Official

2A.	AGENCY APPROVAL	
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Signature DoD RECORDS OFFICER

Date

Signature NARA OFFICIAL

3A. NARA APPROVAL

Date

2B. NAME, TITLE, MAILING ADDRESS DoD Records Officer

3B. NAME, TITLE, MAILING ADDRESS NARA OFFICIAL Special Media Archives Services Division (NWCS) NARA, 8601 Adelphi Road College Park, MD 20740-6001

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	RECORDS SERIES TITLE : Official Video and Audio Recordings of Department of Defense Activities Transfer Group Description				
	4B. DATE SPAN OF SERIES: - 1994-1999. Attach any additional description)	Inclusive Dates			
	5A. AGENCY OR ESTABLISHMENT Department of Defense Creating Agency/Establishment	9. PHYSICAL FORMS — Paper Documents — Paper Publications — Microfilm/Microfiche — Electronic Records — Posters — Maps and Charts — Arch/Eng Drawings — X_ Motion/Sound/Video			
	5B. AGENCY MAJOR SUBDIVISION Defense Media Activity (DMA)				
	5C. AGENCY MINOR SUBDIVISION	Photographs Other (specify): List of Containers/Detail of the List of Containers			
	5D. UNIT THAT CREATED RECORDS Defense Imagery Management Operations Cetner (DIMOC)	10. VOLUME: CONTAINERS: Cu. Mtr.: Cu.Ft.: 107 Number: 100 Type: FRC-S			
	5E. AGENCY PERSON WITH WHOM TO CONFER ABOUT THE RECORDS Name: Bob Smith	11. DATE RECORDS ELIGIBLE FOR TRANSFER TO THE ARCHIVES immediately Transfer Disposistion Date			
	Telephone Number: 555-555-5555 Contact Information	12. ARE RECORDS FULLY AVAILABLE FOR PUBLIC USE?			
	6. DISPOSITION AUTHORITY: DAA-0330-2011-0032-0001 Disposition Authority Number	X_YESNO (If no, attach limits on use and justification) Access Restriction Information			
Access Restriction Information	7: IS SECURITY CLASSIFIED INFORMATION PRESENT? X NO YES LEVEL: Confidential Secret Top Secret SPECIAL MARKINGS: RD/FRD SCI NATO Other INFORMATION STATUS: Segregated Declassified	13. ARE RECORDS SUBJECT TO THE PRIVACY ACT? (If yes, cite Agency System Number and Federal Register volume and page number of most recent notice and attach a copy of this notice.)			
Current	8. CURRENT LOCATION OF RECORDS (see 8A) x Agency (Complete 8A only) Federal Records Center (Complete 8B only)	14. ATTACHMENTS Agency Manual ExceptAdditional DescriptionPrivacy Act NoticeOther (specify): Use Attachments Feature			
Physical Location of Records	8A. <u>ADDRESS:</u> Environmental Protection Agency, Washington, DC				
	8B. FRC ACCESSION NUMBER CONTAINER NUMBERS	FRC LOCATION			

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NARA PROVIDES							
5. SHIPPING INSTRUCTIONS TO AGENCIES/REMARKS REGARDING DISPOSITION							
8. RECORDS ACCEPTED INTO TE NATIONAL ARCHIVES OF THE UNITED STATES			17. NATIONAL ARCHIVES ACCESSION NO.				
Signature	Date						

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

SF 258 (9/95) Prescribed by NARA 36 CFR 1228

LTI: Legal Custody Accepted captured on the Legal Transfer Instrument (LTI) Signatory Tab, not on the Transfer Request.